

## Example of a report

	Comments
<p><i>To the Principal</i></p> <p><b>A report on the school career day</b></p> <p>Career day, held on the 20th September this year, gave many students an opportunity to discuss their existing career plans with experienced professionals. This report outlines what students felt the day offered them, what they most enjoyed about careers day and what they learned as well as how the day could have been improved further. <b>1</b></p> <p><b>Insights</b> <b>2</b></p> <p>All of those who had been asked to present on their industry were honest and open about what they see as the pros and cons within their fields. This new knowledge required students to think critically about how and whether various career paths may suit their individual interests and values. Most people <b>3</b> enjoyed the skills and personality quiz which we took part in before break. Whilst many found it fun to reflect on themselves through the quiz, resulting in high levels of engagement, some said that the results have made them think about niche career paths which they had never considered before. <b>4</b></p> <p><b>Highlights</b></p> <p>Having discussed the career day with classmates, I noticed that some aspects of the day were mentioned consistently. <b>5</b> Particular highlights included the set of presentations outlined in A Day in the life and the time set aside to talk with visitors who had each been set up on their own table. Whilst a small number of students did find it difficult to drop into conversations and intimidating to approach somebody for a specific discussion about a career which they had only just been introduced to, others were more confident. It was suggested that some less formal time being to mingle at the beginning may have resulted in more beneficial or easier interactions. <b>6</b></p>	<p><b>1</b> The learner introduces the topic and outlines the key aspects the report will focus on.</p> <p><b>2</b> The learner uses clear, relevant sub-headings to show organisation and clarity.</p> <p><b>3</b> The learner has grouped points together helpfully for the benefit of the reader. This shows an excellent sense of purpose.</p> <p><b>4</b> The learner uses a range of appropriate vocabulary.</p> <p><b>5</b> The learner's choice of linking words, phrases and grammatical structures are consistently appropriate for the style and register of a report.</p> <p><b>6</b> The learner distances themselves from the criticism and maintains an objective perspective, reporting what was said indirectly.</p>

**Learning**

The majority of students overwhelmingly enjoyed the career day and learned a lot about themselves and what they might want to do in the future. The personality quiz certainly helped me to progress with my own thinking and the presentations promoted me to look more closely at joining the navy rather than pursuing a career in banking which I had been considering beforehand.

**7** To summarise, I personally feel that the careers day was well organised with plenty of different industries involved and overall was very useful. I recommend that the day is also run for future year groups, with changes incorporated as you see fit as I believe they will be able to benefit similarly.

**7** The learner includes a concise conclusion and offers their recommendation.